

CONFIDENTIAL

ADS 8-5



FBIS 1444-88
17 May 1988

MEMORANDUM FOR: C/ID/CSG/OIT

ATTENTION:



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FROM:

Chief, Administrative Staff, FBIS

SUBJECT: Outstanding FBIS Telephone Work

REFERENCE:

My memo to [redacted] "Outstanding FBIS Telephone
Priorities," FBIS 1415-88, dtd 1 April 1988

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1. This is the third in a series of monthly memoranda tracking the status of our outstanding telephone requests. We hope these memos will assist you in completing the work we have requested in a timely fashion.

2. Outstanding FBIS priority telephone work (no new priorities since previous memo):

a. 3812 Laser Printer, room 3N18. Submitted 1 Apr 88. Consistent unreliable performance since ELECTAS pay period ending 12 September 1987. We need reliable telephone lines for this essential machine. We would appreciate a briefing for our operators on the proper use of the printer.

b. Request for two more 3812s. Submitted 1 Apr 88. To be installed as soon as possible.

3. The above priority items should be completed before our routine items are addressed. The following are lists of outstanding routine requests, completed requests, and cancelled requests.

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a. Outstanding Requests:

<u>DATE</u>	<u>REQUEST #</u>	<u>ROOM #</u>
09-30-87	06547	2N03
09-30-87	06546	2S10, 2S16
10-15-87	06537	2N03
10-30-87	06542	3S12H
11-17-87	00877	1S15, 1S18
12-07-87	06531	2N03H
12-07-87	06530	1S22, 1N48
12-18-87	06540	All Groups
01-06-88	06513	3S18
01-13-88	06512	3S12H
01-15-88	06507	3N54E
01-21-88	24400	2S49
01-28-88	09750	3S22B
02-01-88	06508	3N28G
02-01-88	06510	3N54
02-04-88	24389	1S15
02-04-88	24390	1S15
02-04-88	24391	1S15
02-05-88	24386	3S11C
02-16-88	06503	3N54E, Amendment to Req. 06506
02-18-88	24382	1S18
02-25-88	06511	3S11B
02-05-88	24381	1S15
03-01-88	06504	3N54E
03-04-88	24452	3N54D
03-09-88	24456	3N18
03-09-88	24457	3N18
04-27-88	9746	3N18
05-03-88		3S05
05-03-88		3S22
05-03-88		3S22

b. Requests Completed Within Prior Month:

<u>REQUEST #</u>	<u>ROOM #</u>	<u>DATE COMPLETED</u>
06536	3S24	04-04-88
09749	2S16	04-21-88
06539	3N03A	04-27-88

c. Requests Cancelled Within Prior Month:

<u>REQUEST #</u>	<u>ROOM #</u>	<u>DATE CANCELLED</u>
04907	3S22	04-12-88

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4. Please contact our Chief, Logistics Branch, [redacted] extension [redacted] for any additional details. We would appreciate you attending to these long-standing requests as soon as possible.

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C/LOGS/FBIS/DS&T [redacted] /5May88

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